2000 - 2001

# Executive Council

## ANNUAL REPORT

Alberta
GOVERNMENT OF ALBERTA

Copies of this report are available from:

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For toll-free public access
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101-07454/

2000 - 2001

# Executive Council

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# *Preface*

The Public Accounts of Alberta are prepared in accordance with the *Financial Administration Act* and the *Government Accountability Act*. The Public Accounts consist of the annual report of the Government of Alberta and the annual reports of each of the 18 ministries.

The annual report of the Province of Alberta, released June 2001, contains the Minister of Finance's accountability statement, the consolidated financial statements of the province and a comparison of the actual performance results to desired results set out in the government's business plan, including the *Measuring Up* report.

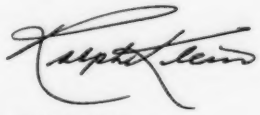
On March 15, 2001, the government announced new ministry structures. Since the 2000-2001 fiscal year was substantially completed prior to this announcement, ministry annual reports and financial statements are being prepared as if the restructuring took place on April 1, 2001, to provide proper accountability for the 2000-2001 fiscal year against the original business plan.

- This annual report of Executive Council contains the audited financial statements of the ministry and a comparison of actual performance results to desired results set out in the ministry's business plan, including a message from the Minister. The ministry's audited financial statements include the accounts of entities making up the ministry, including the Office of the Premier/General Administration, the Public Affairs Bureau and the Alberta Corporate Service Centre. The financial statements of each of these component entities of the ministry are also included in this annual report.

**This annual report includes, either as a separate report or as part of financial statements, the reports or statements prepared pursuant to the *Financial Administration Act*, to the extent that the ministry has anything to report. A summary of expenditures under each appropriation in the ministry, as required by the *Government Accountability Act*, is included in the financial statements of the department.**

# *Statement of Accountability*

Executive Council's Annual Report for the year ended March 31, 2001 was prepared under my direction in accordance with the *Government Accountability Act* and the government's accounting policies. All of the government's policy decisions as at September 10, 2001 with material economic or fiscal implications of which I am aware have been considered in the preparation of this report.



Ralph Klein
*Premier*

# *Message from the Minister Responsible for Executive Council*

Executive Council provides support to Government of Alberta ministries and agencies to ensure that programs and services respond to the needs of Albertans. It provides administrative and communications support for policy coordination, business planning and cross-government initiatives.

This report includes the Public Affairs Bureau, which ensures effective communication between government and Albertans. It also includes the Alberta Corporate Service Centre, which provides administrative services to government ministries. The report includes a summary of performance measures results and Executive Council financial statements for the 2000-2001 fiscal year.

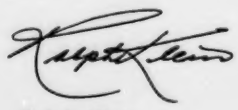
The work of the Public Affairs Bureau supports all the government goals and objectives by ensuring cost and service efficiencies, coordination of program and service delivery and the continued two-way dialogue between Albertans and their government.

The value of the Public Affairs Bureau's services was demonstrated in the wake of the Pine Lake tornado in July 2000. The Bureau provided immediate assistance to the County of Red Deer and the RCMP by distributing information on the disaster to the media and the public through the Alberta Communications Network. A web site was set up to provide a central location for information about the disaster and relief efforts, and local authorities and staff from several government ministries worked together to provide accurate and timely information.

Other achievements and initiatives outlined in this report include:

- increased focus on client and customer service, grounded in the knowledge that Albertans are the primary customer for all government services and programs;
- comprehensive communications support to government programs, including cross-government initiatives; and
- increased use of Internet technology to provide key information to Albertans, create opportunities for public input and improve access to programs and services.

The effective support provided to the government by Executive Council enhances the ability of ministries to understand and respond to the expectations of Albertans. The commitment to continued improvement demonstrated in 2000-2001 lays a foundation for future success in this role.



Ralph Klein
*Premier*

# *Management's Responsibility for Reporting*

Executive Council includes: the Offices of the Premier and the Lieutenant Governor and general administrative support to members and committees of Executive Council; Protocol; the Public Affairs Bureau; and the Alberta Corporate Service Centre.

The executives of the individual entities within the ministry have the primary responsibility and accountability for the respective entities. Collectively, we ensure the ministry complies with all relevant legislation, regulations and policies.

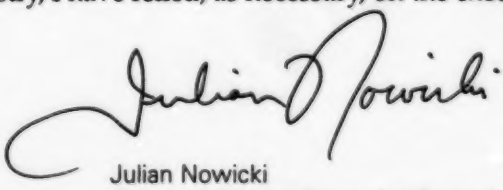
Ministry business plans, annual reports, performance results and the supporting management information are integral to the government's fiscal and business plans, annual report, quarterly reports and other financial and performance reporting.

Responsibility for the integrity and objectivity of the financial statements and performance results for the ministry rests with the Premier, Minister Responsible for Executive Council. Under the direction of the Minister Responsible, I oversee the preparation of the ministry's annual report, including financial statements and performance results. The financial statements and the performance results, of necessity, include amounts that are based on estimates and judgements. The financial statements are prepared in accordance with the government's stated accounting policies.

As Deputy Minister, in addition to program responsibilities, I establish and maintain the ministry's financial administration and reporting functions. The ministry maintains systems of financial management and internal control which give consideration to costs, benefits, and risks that are designed to:

- provide reasonable assurance that transactions are properly authorized, executed in accordance with prescribed legislation and regulations, and properly recorded so as to maintain accountability of public money;
- provide information to manage and report on performance;
- safeguard the assets and properties of the Province under ministry administration;
- provide Cabinet, Treasury Board, the Provincial Treasurer and the Minister Responsible any information needed to fulfil their responsibilities; and
- facilitate preparation of ministry business plans and annual reports required under the Government Accountability Act.

In fulfilling my responsibilities for the ministry, I have relied, as necessary, on the executive of the individual entities within the ministry.



Julian Nowicki
*Deputy Minister, Executive Council*

# Executive Council

ANNUAL REPORT

*Public Affairs Bureau*

# *Public Affairs Bureau 2000-2001*

## Highlights

The mission of the Public Affairs Bureau is to help the government in its ongoing dialogue with Albertans by providing quality, coordinated and cost-effective communications services.

Some of the Bureau's key accomplishments for the 2000-2001 fiscal year include:

- Expanding the use of the Internet as a two-way communications tool.

- Working in partnership with government ministries, other levels of government and community and industry organizations to communicate key events and initiatives.

- Providing comprehensive communications support to cross-government initiatives, programs and services.

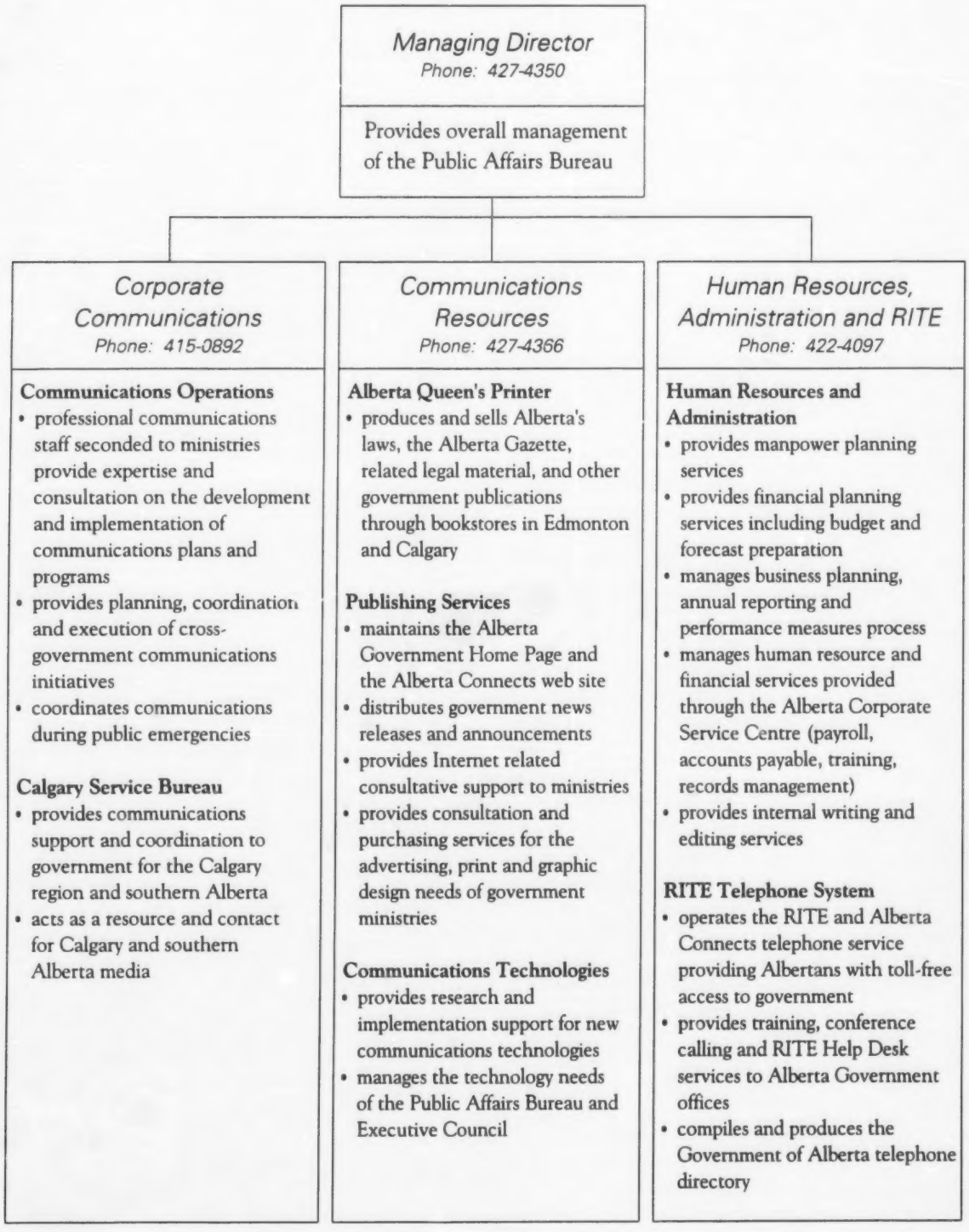
- Providing strategic communications support to key government actions, including the Six Point Plan for Health, the Learning Access Fund and implementation of the single tax rate.

- Improving access to government information for Albertans, through actions such as the redesign of web sites and increased volume on Alberta Connects.

- Continuing with the revision and conversion of the Revised Statutes of Alberta.

- Maintaining the commitment to staff professional development by:
  - offering over 30 courses to Bureau staff through the in-house training program, up from 25 last year; and
  - offering employees developmental opportunities to volunteer at the Media Centre for the Edmonton 2001 World Championships in Athletics.

# Organization Chart


Managing Director
Phone: 427-4350
Provides overall management of the Public Affairs Bureau
Corporate Communications
Phone: 415-0892
Communications Operations
• professional communications staff seconded to ministries provide expertise and consultation on the development and implementation of communications plans and programs
• provides planning, coordination and execution of cross-government communications initiatives
• coordinates communications during public emergencies
Calgary Service Bureau
• provides communications support and coordination to government for the Calgary region and southern Alberta
• acts as a resource and contact for Calgary and southern Alberta media
Communications Resources
Phone: 427-4366
Alberta Queen's Printer
• produces and sells Alberta's laws, the Alberta Gazette, related legal material, and other government publications through bookstores in Edmonton and Calgary
Publishing Services
• maintains the Alberta Government Home Page and the Alberta Connects web site
• distributes government news releases and announcements
• provides Internet related consultative support to ministries
• provides consultation and purchasing services for the advertising, print and graphic design needs of government ministries
Communications Technologies
• provides research and implementation support for new communications technologies
• manages the technology needs of the Public Affairs Bureau and Executive Council
Human Resources, Administration and RITE
Phone: 422-4097
Human Resources and Administration
• provides manpower planning services
• provides financial planning services including budget and forecast preparation
• manages business planning, annual reporting and performance measures process
• manages human resource and financial services provided through the Alberta Corporate Service Centre (payroll, accounts payable, training, records management)
• provides internal writing and editing services
RITE Telephone System
• operates the RITE and Alberta Connects telephone service providing Albertans with toll-free access to government
• provides training, conference calling and RITE Help Desk services to Alberta Government offices
• compiles and produces the Government of Alberta telephone directory

# Operational Overview

The Public Affairs Bureau's spending for 2000-2001 was $8,808,000, within its authorized budget of $8,837,000. Bureau revenues totaled $1,821,000—$296,000 over the target of $1,525,000.

The eight core businesses of the Public Affairs Bureau are to:

1. supply professionals to government ministries to develop and implement communications programs;
2. provide communications planning and consulting support to government;
3. coordinate government communications to and from Albertans on government initiatives, and during public emergencies;
4. provide specialized writing and editing services to government;
5. manage the RITE and Alberta Connects telephone service, giving Albertans toll-free access to government;
6. publish and sell Alberta's laws and other government materials, and operate the Queen's Printer Bookstores in Edmonton and Calgary;
7. manage the two-way flow of information through the Alberta Government Internet home page and Alberta Connects, manage the province-wide distribution of news releases and provide technical support for major government news conferences and announcements; and
8. help government ministries purchase communications support services, including advertising, printing and graphic design.

Our clients are:

- Albertans receiving information from government;
- Queen's Printer Bookstore customers;
- RITE telephone system users; and
- ministry clients using central Bureau and branch services.

Feedback from Bureau staff collected for the Government of Alberta Core Human Resource Measures Project - 2000 Survey of Employees shows that:

- 97 per cent of Bureau employees are satisfied in their work as a Government of Alberta employee;
- 91 per cent of Bureau employees understand how their work contributes to the department business plan; and
- 88 per cent of Bureau employees agree that the Bureau provides support to develop knowledge and skills in their job.

# 2000-2001 Key Activities

The Public Affairs Bureau met its business plan objectives for 2000-2001 through a wide variety of projects and initiatives, including the following examples.

## GOAL 1

### *Increase Communications with Albertans in the Areas They Identify as Top Priorities*

The Bureau assigns communications staff to ministries across government to help ensure the strategic planning, development and delivery of public information programs and communications related to government programs and services. Communications initiatives in top priority areas in 2000-2001 included:

**"It's Your Money" campaign:** the use of a household mailer and an on-line survey to gather Albertans' views on the direction for fiscal policy in a post-debt Alberta. Regular information on the fiscal policy of the government was provided through quarterly activity and financial reports, Alberta Heritage Savings Trust Fund meetings, and Budget 2001 communications.

**Taxes:** the implementation of the single tax rate plan was supported by communications activities that included the posting of the Alberta Tax Calculator on the Internet. Support was also provided to the Alberta Energy Tax Refund program and the Business Tax Review Committee report.

**Energy Deregulation:** a web site was established following energy deregulation to provide consumer protection information and energy rebate information and application forms. The web site contained an on-line form to obtain the tax refund, and allowed condominium and apartment complex owners to e-mail requests for application forms. The web site was supported by Alberta Connects advertisements. In addition, over 50,000 Alberta Energy Tax Refund information and application packages were distributed, a dedicated 310 call centre responded to over 100,000 calls, and almost 800 e-mail inquiries were routed to the ministry of Resource Development through the Alberta Connects system from November 2000 to March 2001.

**Health Care Protection Act:** Albertans were kept informed of progress on the Health Care Protection Act and the Six Point Plan for Health through media campaigns, national and provincial advertising campaigns, and an information web site that provided background information and daily legislative updates.

**International Year of the Volunteer:** a campaign was developed to increase public awareness of 2001 as the International Year of the Volunteer, including the development of a theme, video, poster, bookmarks and advertising.

**Alberta SuperNet:** the Public Affairs Bureau offered communications support for SuperNet, including a web site launch on the day of the announcement that led to over 6,700 hits and generated 100 inquiries on the first day. Many of the inquiries resulted in on-going discussions with communities, schools and other organizations.

**Know Your Rights for Seniors:** Community Development and Government Services Communications conducted a campaign to ensure that seniors know they are protected as consumers. Information was provided to seniors' lodges, personal care homes, drop-in centers and other key locations.

**Marketing Alberta:** communications support was provided to Ministerial and Premier's missions to the World Expo in Hanover and Hong Kong, and participation in the Team Canada mission. In addition, support was provided for visits to Alberta by over 80 delegations from 30 countries.

**Tourism Marketing:** the video and photography resources available to Travel Alberta and tourism operators were extensively updated. Communications support was provided for the development of Travel Alberta's *Dreams Live Here* video, a 100-image CD-ROM and a tourism product database.

**Working Alone:** communications support was provided for the release of the new Working Alone regulation, including the development of an information handbook and an advertising campaign focused on employers.

**The Learning Access Fund:** the communications branches of Alberta Learning, Health and Wellness, and Innovation and Science coordinated the announcement of additional funding for post-secondary institutions to create new spaces in areas of high needs in health, teaching, business and information and communications technology occupations.

## GOAL 2

*Make Government Information More Accessible to Albertans*

The Public Affairs Bureau worked to ensure that Albertans have quick access to information about all government programs and services. Initiatives in 2000-2001 included:

**Access to Information:** communications staff across government engaged in activities to improve the delivery of information about government programs and services to Albertans. Projects included:

- Web site redesign: work was initiated on the redesign of the Government of Alberta home page. In addition, the communications branches in Learning, and Justice and Attorney General, along with the Queen's Printer Bookstore, launched redesigned web sites to make it easier for Albertans to find the information they need.

- Gaming Communications launched on-line access to information packages and application forms for its licenses and programs. It also created searchable databases for Alberta Gaming and Liquor Control Board decisions and Community Lottery Boards.

- Alberta Community Development Communications initiated a "media room" site on its web site for the release of the *Alberta For All Ages: Directions for the Future* report, that featured audio clips from the Minister and the Chair of the Seniors Advisory Council.

**Alberta Connects:** provides an easily accessible method for Albertans to voice their opinions and request information about government programs, services or initiatives. It includes a toll-free telephone line, a web site that allows Albertans to send the government a comment or question and receive a reply by e-mail, and a post office box for written inquiries. Albertans are almost twice as aware of Alberta Connects than in the previous fiscal year (28.7 per cent compared to 14.9 per cent). The toll-free telephone lines received almost eight times the volume of calls, to 163,255 up from 18,000 calls the year prior. The volume of comments and questions on the Internet site increased substantially, to over 11,100, up from 6,300 the year prior. And the number of page requests to the Alberta Connects Internet site rose to 185,000, up from 83,000 the year prior.

**310/RITE Service:** RITE serves as Albertans' toll-free province-wide connection to the Government of Alberta. In 2000-2001, nearly 6.8 million calls were received, or 18,000 per day, up from 6.2 million in 1999-2000. RITE operators handled about 22 per cent of those calls (1.4 million); the rest used the auto-connect option.

**Alberta One-Window Initiative:** the communications branches of Government Services, Innovation and Science, Municipal Affairs, along with the Bureau's Communications Resources division and other government departments, are working on the development of a single point of access to all government services.

**Calgary Service Bureau:** the Calgary Service Bureau provided communications support and coordination to government for the Calgary region and southern Alberta. It also worked in partnership with Edmonton communications directors on key announcements, and improved the local focus and content of government stories for the Calgary media.

**Alberta Communications Network (ACN):** provides media and public access to government news releases. In 2000-2001, ACN distributed and provided access to more than 1,400 news releases and announcements, and recorded over 432,000 page requests to its web site.

**Public Involvement:** communications staff assist their client ministries in a variety of public consultations across Alberta. Albertans were given many opportunities to provide their views on important issues in 2000-2001, including:

- **It's Your Money:** over 120,000 responses were received to this fiscal planning survey. The total includes 12,000 responses to the on-line survey—a significant increase over the number of responses received to a similar on-line survey conducted two years ago.

- **Ag Summit 2000:** Internet technology, including real-time video streaming, chat rooms and e-mail feedback, allowed 1,500 Albertans to participate in this summit.

- **Intensive Livestock Operations:** Albertans were invited to provide written submissions or attend one of six public meetings on Sustainable Management of Livestock Industry in Alberta. Input was provided to the Livestock Regulatory Stakeholder Advisory Group, which assisted in the development of a new Code of Practice and a comprehensive provincial strategy.

- **Extended Parental Leave:** over 5,000 responses were received to a questionnaire on extending parental leave. The questionnaire was made available over the Internet.

- **Provincial Youth Forums:** six forums were held to gather input from young Albertans on substance abuse, violence and other issues of concern to youth. An additional Aboriginal Youth Forum was held to gather input from young Aboriginal peoples on these issues.

## GOAL 3

*Improve the Efficiency and Coordination of Communications Across Government*

Bureau staff helped streamline and improve processes for communication with Albertans and across government. Activities included:

**Cross Government Internet Committee:** chaired by the Public Affairs Bureau, this committee developed eight standards for government web sites, to be adopted by all ministries and the Alberta One-Window Initiative creating a unified look and feel for government web sites.

**Partnerships with Other Agencies:** the Baby Avery case saw coordination of communications between ministries, the City of Calgary, community agencies and police agencies in the United States. The Casino Voluntary Self-Exclusion Program required communications coordination between the Alberta Gaming and Liquor Commission, AADAC and the gaming industry.

**Emergency Response Communications:** The Bureau provided immediate assistance to the County of Red Deer and the RCMP following the Pine Lake tornado in July 2000 by distributing timely information to the media and the public. Local authorities and several government ministries worked with the Bureau to quickly create a web site to provide a central location for information about the disaster and relief efforts.

**Support to Cross Ministry Initiatives:** Public Affairs Bureau branches coordinated communications on Intensive Livestock Operations, the FOIP Review, the Aboriginal Policy Framework, 2005 celebrations, *Alberta For All Ages: Directions for the Future,* the Alberta Partnership on Fetal Alcohol Syndrome, and the Swan Hills Treatment Centre.

**Clustered Services:** regional communications activities are shared among the communications branches at Children's Services, Human Resources and Employment, and Health and Wellness.

**Pandemic Influenza Working Group:** chaired by Health and Wellness, this group worked with regional health authorities, other government departments and other governments to develop preventative measures and preparedness strategies in the event of an influenza pandemic.

**Relocation of the Queen's Printer Bookstore:** this started in December 2000 with the administration staff moving to the main Public Affairs Bureau location making operations and communications more efficient.

**On-line Stationery Open Order:** government ministries have access to an on-line system for ordering stationery from the private sector.

## GOAL 4

*Deliver Products and Services that Allow Us to Meet or Exceed Revenue Projections and Customer Needs*

Bureau staff helped deliver products and services to meet and exceed the needs of Albertans. These initiatives included:

**Revised Statutes of Alberta:** in partnership with Alberta Justice, the revision and conversion of the Revised Statutes of Alberta is 90 per cent complete and will be available in December 2001. It is estimated that the official Revised Statutes of Alberta will be reduced from 27 to 12 bound volumes. The new format will better reflect customer needs.

**Electronic Commerce:** the Queen's Printer web site's on-line shopping revenues continued to increase to over $54,000 in 2000-2001 compared to $31,500 in 1999-2000.

**New Electronic Products:** the Queen's Printer Bookstore released new electronic products including the Alberta Gazette Part 1 CD-ROM (1995-1999) and Orders-in-Council CD-ROM (1967-1999). The bookstore also improved many of its CD-ROM products with new information and resources.

**New Web Sites:** the QP Source Internet Site was redesigned to better meet the needs of subscribers. The new site offers more resources and features to help users research Alberta's legislation, including the ability to search statutes and regulations by name or number, save their own customized searches, and access all main features from one page. The Queen's Printer web site was also redesigned, to provide an updated look and structure and to improve usability.

**Publications:** the Queen's Printer Bookstore worked in partnership with ministries to develop new, value-added products including:

JUSTICE – Family Law Centre Court Procedures Booklets
GOVERNMENT SERVICES – New FOIP Guidelines and Procedures Manual
HUMAN RESOURCES AND EMPLOYMENT – First Aid Records Binder
ENVIRONMENT – Environment Codes with Practice Maps
COMMUNITY DEVELOPMENT – Listing of Significant Historical Sites and Areas
RESOURCE DEVELOPMENT – Power Purchase Arrangements Determination Regulation

# Executive Council

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*Alberta Corporate Service Centre*

# *Alberta Corporate Service Centre 2000-2001*

## Operational Overview

The shared services initiative supports Government Business Plan goal 11, "Alberta will have a financially stable, open and accountable government".

In May 1999, the Government of Alberta announced that it would adopt a shared services model for the delivery of administration, finance, human resources and information technology services. Before the shared services initiative, most support services in government were provided independently within each ministry and in isolation from one another. The Alberta Corporate Service Centre (ACSC) was established as the delivery model for the shared services initiative.

In year one, the challenge for the ACSC was to design an implementation plan that had a strong corporate culture, significant cost savings and reinvestment opportunities, increased efficiencies, effective partnerships, and promoted innovation. One primary benefit of this plan would be to free up resources, enabling ministries to concentrate on their core businesses.

The ACSC has met, or exceeded, all of the interim measures established for 2000–2001.

Alberta Corporate Service Centre goals:

1. adoption of the shared service initiative by the Government of Alberta;
2. successful consolidation of transactional and administrative services;
3. reduction in transactional costs;
4. development of a comprehensive transition plan; and
5. reengineering plan established (July 2000).

# 2000-2001 Key Activities

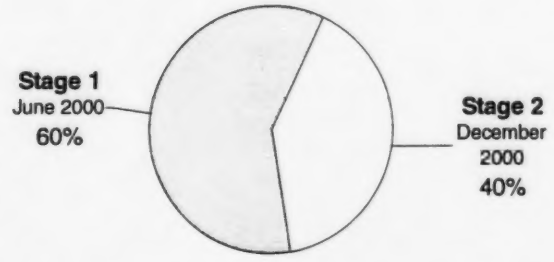
**Adoption of the shared service initiative by the Government of Alberta:** this is related to the establishment of the Alberta Corporate Service Centre (ACSC). In addition to the establishment of the ACSC, the measure also assesses the ACSC's ability to develop an implementation plan and to successfully transition the resources assigned by the ministries.

**Successful consolidation of transactional/administrative services:** this is related to both the goal for the adoption of the shared service initiative by the Government of Alberta and for the successful consolidation of transactional and administrative services. It indicates the progress of the ACSC in moving resources from the existing ministries into the new shared services delivery model.

Targets:

- Eighty per cent of transactional administrative services consolidated.
- Department libraries consolidated.

Results:



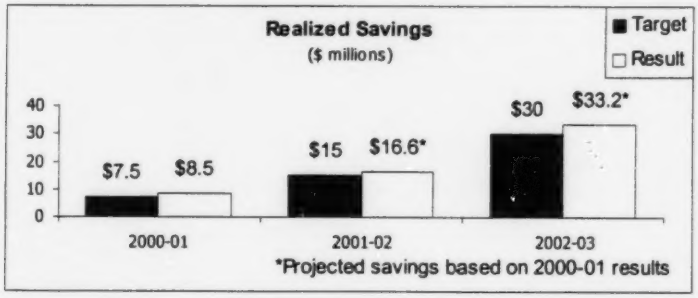

All of the resources identified by the ministries during the fiscal year were assigned to the ACSC by December 31, 2000. Approximately 1250 FTEs and $143 million were assigned to the ACSC. The library consolidation plan was approved and is in the process of being implemented. Twelve sites were reduced to seven sites with a projected annual savings of $300,000.

**Reduction in transactional costs:** this is related to both the successful consolidation of transactional and administrative services and to a reduction in transactional costs. Because 2000-2001 is a transitional year for operations, longer-term goals (i.e. 20 per cent reduction in transaction costs over three years) are not applicable. However, interim targets were established for the first year.

Target:

- Identification and realization of immediate opportunities for savings (five per cent reduction in first year).

As resources were assigned to the ACSC, a number of positions were transferred to program areas within the ministries, resulting in both transactional cost savings and the reinvestment of these savings into the ministries. Approximately 150 FTEs were redeployed into departmental programs resulting in savings, and a reinvestment of $8.5 million.




**Development of a comprehensive transition plan:** this relates to all of the interim goals established for 2000-2001 as it assesses the ACSC's ability to successfully transition resources assigned by the ministries, while at the same time laying the cornerstone for the establishment of a premier shared services delivery model. This model commits to high quality services, accountable customer relationships and business partnerships and cost effective service delivery through the best use of resources and innovation.

By March 31, 2001 the Customer and Employee Guide had been distributed. Operations started April 1, 2001 based on the successful transitioning of resources from the ministries to ACSC. Throughout the transition, communications played a key role in keeping customers, employees and stakeholders informed.

**Reengineering plan established (July 2000):** this relates to the goals of reducing transactional costs and increasing efficiencies in service delivery. It rates the ACSC's ability to move forward from the transitioning of resources from ministries to the provision of full service delivery while implementing best practices, achieving efficiencies and reducing the transactional cost of each service provided.

By March 31, 2001 an Assessment of the Current State had been completed for each of the functional service delivery areas of administration, human resources and information technology. As most of the functional areas of finance were not assigned to the ACSC until December 2000, business process re-engineering for finance products and services was deferred until 2001-2002.

# Executive Council

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*Results Analysis*

# *Report of the Auditor General on the Results of Applying Specified Auditing Procedures to Performance Measures*

AUDITOR GENERAL *Alberta*

To the Members of the Legislative Assembly:

I have performed the following procedures in connection with the Ministry of Executive Council's performance measures included in the *2000-2001 Annual Report of the Ministry of Executive Council* as presented on pages 29 to 31.

1. Information obtained from an independent source, such as Statistics Canada, was agreed with the information supplied by the stated source. Information provided internally was agreed to the reports from the systems used to develop the information.

2. The calculations that converted source information into reported measures were tested.

3. The appropriateness of the description of each measure's methodology was assessed.

As a result of applying the above procedures, I found no exceptions. However, these procedures do not constitute an audit of the performance measures and therefore I express no opinion on the performance measures included in the *2000-2001 Annual Report of the Ministry of Executive Council.*

Peter Valentine

FCA
Auditor General

Edmonton, Alberta
July 4, 2001

# Performance Measures Overview

- Performance measures results for Queen's Printer and RITE telephone system customers remain high, with averaged results increasing to 96 per cent. This represents a one per cent increase over the previous year. Work will continue to reach the target of 98 per cent customer satisfaction.

- The Bureau's internal client satisfaction results also increased, reaching an averaged satisfaction level of 93 per cent and exceeding the target of 90 per cent.

- Although the majority of Public Affairs Bureau measures are at very high levels, results for Goal 1 remain below target. Continued work is needed to determine whether targets and measures are feasible, particularly for the relatively new goal of communicating with Albertans on priority areas. Follow-up to the measures will provide feedback that will help identify possible improvements to both the measures and services available to Albertans. Follow-up and any subsequent actions are expected to take place before 2001-2002 performance measures are compiled.

The Public Affairs Bureau's goals are to:

- Increase communications with Albertans in the areas they identify as top priorities;

- Make government information more accessible to Albertans;

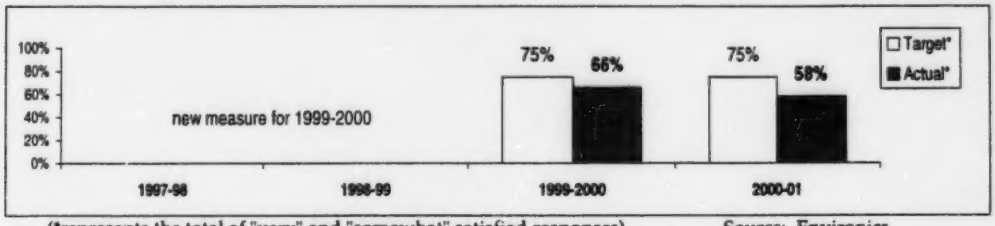
- Improve the coordination and efficiency of communications across government; and

- Deliver products and services that allow us to meet or exceed revenue projections and customer needs.

# Public Affairs Bureau - Performance Measures

## *Public Satisfaction with Government Communications in Priority Areas*

This measure is related to the goal of increasing communications with Albertans in the areas they identify as top priorities. It rates Albertans' satisfaction with the amount of information they receive, either directly from the government or through other sources in areas previously identified as priorities.



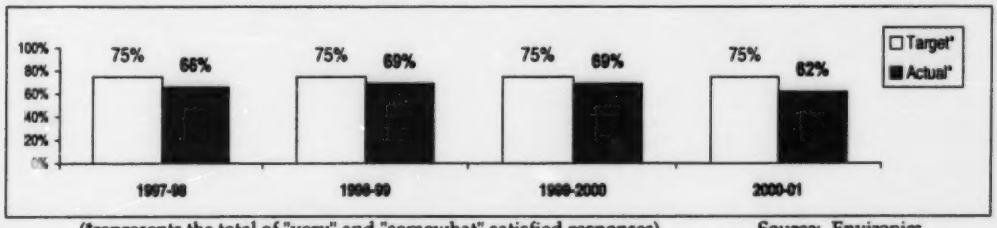

(*represents the total of "very" and "somewhat" satisfied responses) Source: Environics

2000-01 results reflect telephone interviews with 1,105 adult Albertans conducted from May 16 - 24, 2001. Respondents were randomly selected from across the province. A sample of this size within the given population produces results which are reliable to within plus or minus 2.9% 19 times in 20.

The figures shown represent the averaged results of satisfaction with the amount of information received in four priority areas, specifically the economy, taxes, health care and education. Priority areas are reviewed and adjusted on an annual basis. Respondents were asked to choose from very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied. The reason given most often by respondents who indicated they were dissatisfied was that they did not receive enough information.

## *Public Satisfaction with Government Information*

This measure is related to the Bureau's goal of making government information more accessible. It rates Albertans' overall satisfaction level with the information they receive about government programs and services, either directly from the government or through other sources.

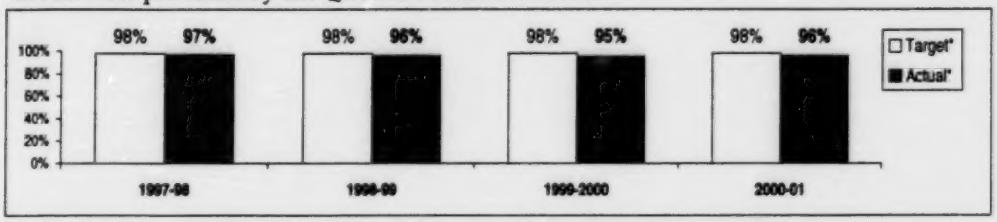



(*represents the total of "very" and "somewhat" satisfied responses) Source: Environics

2000-01 results reflect telephone interviews with 1,105 adult Albertans conducted from May 16 - 24, 2001. Respondents were randomly selected from across the province. Respondents were asked to choose from very satisfied, somewhat satisfied, somewhat dissatisfied or very dissatisfied. A sample of this size within the given population produces results which are reliable to within plus or minus 2.9% 19 times in 20.

### *Public Satisfaction with RITE and Queen's Printer Bookstore*

This measure relates to the goal of making government information more accessible. It rates the satisfaction levels of Albertans using the RITE telephone system to access government and obtain information. It also measures how satisfied customers are with the services provided by the Queen's Printer Bookstore.




(*represents the total of "very" and "generally" satisfied responses)

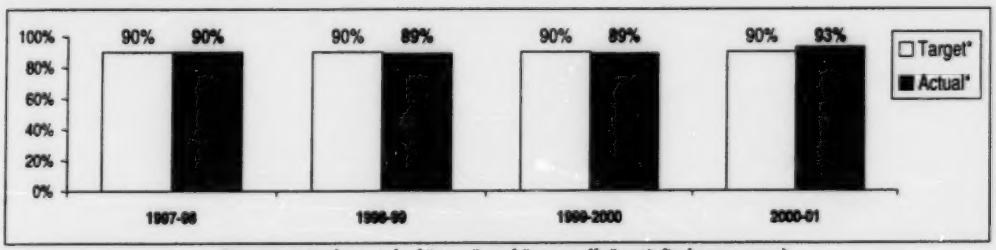
Queen's Printer Bookstore results were obtained through surveys mailed to approximately every 40th customer who had purchased products from the Bookstore in 2000-01. Of the 996 surveys sent, 224 were returned. The survey took place in May 2001.

RITE results reflect the responses of 257 system users during telephone interviews conducted in May 2001. Those surveyed were selected from a total respondent list of 619 names which was compiled in May when RITE users were asked if they would participate in a satisfaction survey.

The surveys were compiled internally by the Bureau. The figures shown reflect the averaged results of multiple questions. Results have also been averaged to give both groups' responses equal weight. Respondents were asked to choose from very satisfied, generally satisfied, not very satisfied or not at all satisfied. "Doesn't Apply" and no response replies are not included in the calculation of results.

### *Government Client Satisfaction*

This measure is related to the goal of improving the coordination and efficiency of communications across government. It rates government client satisfaction levels with the communications services provided by the Bureau.



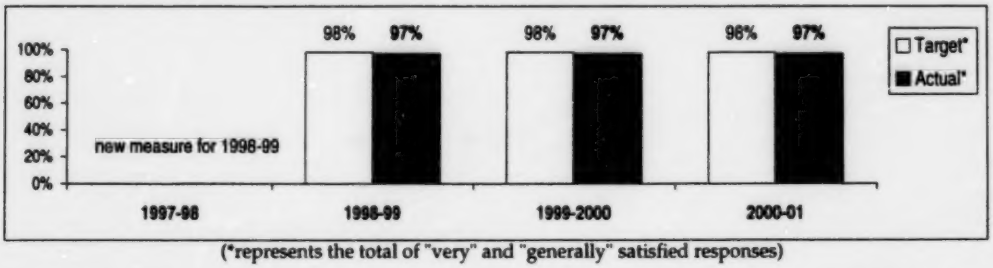

(*represents the total of "very" and "generally" satisfied responses)

Communications Directors provided lists of 550 departmental clients. Surveys were e-mailed to these clients. Some changes were made to the survey to accommodate the change from the mailed survey sent in the previous year to this year's Internet based survey. Changes include eliminating questions that had previously received high levels of "Doesn't Apply" and no response replies and making other minor adjustments to accommodate the new electronic format. The response rate for the survey rose 11 per cent over last year, with 332 clients responding.

The surveys were compiled internally by the Bureau. The figures shown reflect the averaged results of multiple questions. Respondents were asked to choose from very satisfied, generally satisfied, not very satisfied or not at all satisfied. "Doesn't Apply" and no response replies are not included in the calculation of results.

### *Customer Satisfaction with Products*

This measure is related to the goal of delivering products and services that allow us to meet or exceed revenue projections and customer needs. It rates the satisfaction levels of Queen's Printer Bookstore customers with the products available.

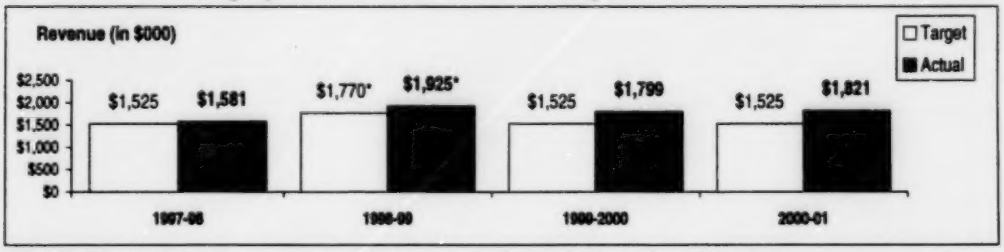



(*represents the total of "very" and "generally" satisfied responses)

The results shown reflect the averaged responses to two specific questions regarding the range of products available and the variety of format options included on the survey of Queen's Printer Bookstore customers (see "Public Satisfaction with RITE and Queen's Printer Bookstores" for methodology).

### *Maintaining Revenue*

This measure is related to the Bureau's goal of delivering products and services that allow us to meet or exceed revenue projections and customer needs. It compares authorized revenue projections with the results actually achieved.




The Public Affairs Bureau generates revenue through the sale of legislation, government publications and other materials from the Queen's Printer Bookstores in Edmonton and Calgary.

Actual revenue results are taken from the audited financial statements of Executive Council.

*Increases in both the revenue target and actuals for 1998-99 are related to sales of the updated *Rules of Court*. A small amount of revenue was also realized in 1998-99 through chargebacks to some government entities for communications services provided by the Government Communications Group. These chargebacks were discontinued in 1999-2000.

# Executive Council

ANNUAL REPORT

*Financial Information*

**Ministry of Executive Council**
**Financial Statements**
**March 31, 2001**

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AUDITOR GENERAL
*Alberta*

**To the Members of the Legislative Assembly**

I have audited the statement of financial position of the Ministry of Executive Council as at March 31, 2001 and the statements of operations and changes in financial position for the year then ended. These financial statements are the responsibility of the Ministry's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Ministry is required to follow the corporate government accounting policies and reporting practices established by Alberta Treasury, including the following policy that is an exception from Canadian generally accepted accounting principles. Capital assets costing less than $15,000 have been expensed in the year acquired and have not been recognized as an asset in the accompanying statement of financial position. Consequently, the annual amortization of these assets has not been recognized in the statement of operations. In my view, an amount of approximately $268,000, representing the net book value of these assets as at March 31, 2001, should be recognized in these financial statements. The effect of this understatement of assets is to overstate expenses by approximately $122,000 for the year ended March 31, 2001.

In my opinion, except for the effects of the matter discussed in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Ministry of Executive Council as at March 31, 2001 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Peter Valentine
FCA
Auditor General

Edmonton, Alberta
May 18, 2001

## Ministry of Executive Council
## Statement of Operations

For the year ended March 31, 2001

| | (in thousands) 2001 Budget (Schedule 3) | 2001 Actual | 2000 Actual |
|---|---|---|---|
| Revenues (Schedule 1) | | | |
| Fees, Permits, and Licenses | $ - | $ 1 | $ - |
| Other Revenue | 3,351 | 3,877 | 1,812 |
| | 3,351 | 3,878 | 1,812 |
| Expenses Directly Incurred ( Note 2b and Schedule 7) | | | |
| Voted (Schedules 1, 2, 4) | | | |
| Office of the Premier/General Administration | 4,635 | 4,557 | 4,554 |
| Public Affairs | 8,837 | 8,808 | 8,715 |
| Alberta Corporate Service Centre (a) | 1,826 | 2,016 | - |
| Valuation adjustments | | | |
| Provision for Vacation Pay | - | 337 | (25) |
| | 15,298 | 15,718 | 13,244 |
| Net Operating Results | $ (11,947) | $ (11,840) | $ (11,432) |

(a) Note: The authorized budget for Alberta Corporate Service Centre as per Treasury Board Minute No. 10/2001 was increased to $2,226

The accompanying notes and schedules are part of these financial statements.

## Ministry of Executive Council
## Statement of Financial Position

For the year ended March 31, 2001

| | (in thousands) 2001 | 2000 |
|---|---|---|
| ASSETS | | |
| Cash | $ 263 | $ 225 |
| Accounts Receivable | 108 | 81 |
| Advances | 4 | 2 |
| Inventory for Resale | 660 | 385 |
| | $ 1,035 | $ 693 |
| LIABILITIES | | |
| Accounts Payable and Accrued Liabilities | $ 2,219 | $ 2,257 |
| Deferred Revenue | 64 | 74 |
| | 2,283 | 2,331 |
| NET LIABILITIES | | |
| Net liabilities at Beginning of Year | (1,638) | (1,816) |
| Net Operating Results | (11,840) | (11,432) |
| Net Transfer from General Revenues | 12,230 | 11,610 |
| Net Liabilities at End of Year | (1,248) | (1,638) |
| | $ 1,035 | $ 693 |

The accompanying notes and schedules are part of these financial statements.

## Ministry of Executive Council
## Statement of Changes in Financial Position

For the year ended March 31, 2001 (in thousands)

| | 2001 | 2000 |
|---|---|---|
| Operating Transactions: | | |
| Net Operating Results from Operations | $ (11,840) | $ (11,432) |
| Non-cash item | | |
| Valuation Adjustments | 337 | (25) |
| | (11,503) | (11,457) |
| (Increase) in Accounts Receivable | (27) | (20) |
| (Increase) decrease in Advances | (2) | 7 |
| (Increase) in Inventory | (275) | (204) |
| (Decrease) increase in Accounts Payable | (375) | 161 |
| (Decrease) increase in Deferred Revenue | (10) | 74 |
| Cash Provided (Used) by Operating Transactions | (12,192) | (11,439) |
| Financing Transactions | | |
| Net Transfer from General Revenues | 12,230 | 11,610 |
| Net Cash Provided | 38 | 171 |
| Cash, Beginning of Year | 225 | 54 |
| Cash, End of Year | $ 263 | $ 225 |

The accompanying notes and schedules are part of these financial statements

## MINISTRY OF EXECUTIVE COUNCIL
## NOTES TO THE FINANCIAL STATEMENTS
**For The Year Ended March 31, 2001**

### NOTE 1 AUTHORITY

The Ministry of Executive Council operates under the authority of the Government Organization Act, Statutes of Alberta. The President of Executive Council is responsible for administering the Queen's Printer Act.

The Ministry of Executive Council administers the following entities:

- Office of the Premier/General Administration
- Public Affairs Bureau
- Alberta Corporate Service Centre

### NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND REPORTING PRACTICES

These financial statements are prepared in accordance with the following accounting policies that have been established by government for all ministries. The recommendations of the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, are the primary source for the disclosed basis of accounting. Recommendations of the Accounting Standards Board of the Canadian Institute of Chartered Accountants, other authoritative pronouncements, accounting literature and published financial statements relating to either the public sector or analogous situations in the private sector are used to supplement the recommendations of the Public Sector Accounting Board where it is considered appropriate.

**(a) Reporting Entity**

The reporting entity is the Ministry of Executive Council. This entity consists of the activities of the Department of Executive Council (which includes the entities listed in Note 1). All significant transactions amongst these entities have been eliminated.

All departments of the Government of Alberta operate within the General Revenue Fund (the Fund). The Fund is administrated by the Provincial Treasurer. All cash receipts of departments are deposited into the Fund and all cash disbursements made by departments are paid from the Fund. Net transfer to/from General Revenues is the difference between all cash receipts and all cash disbursements made.

**(b) Basis of Financial Reporting**

**Revenues**

All revenues are reported on the accrual method of accounting. Cash received for which goods or services have not been provided by year end is recorded as unearned revenue.

**Internal Government Transfers**

Internal government transfers are transfers between entities within the government reporting entity where the entity making the transfer does not receive any goods or services directly in return.

**Dedicated Revenue**

Dedicated revenue initiatives provide a basis for authorizing spending. Dedicated revenues must be shown as credits or recoveries in the details of the Government Estimates for a supply vote. If actual dedicated revenues are less than budget and total voted expenses are not reduced by an amount sufficient to cover the deficiency in dedicated revenues, the following year's voted expenses are encumbered. If actual dedicated revenues exceed budget, the Ministry may, with the approval of the Treasury Board, use the excess revenue to fund additional expenses on the program. Schedule 1 discloses information on the Ministry's dedicated revenue initiatives.

**Expenses**

Directly Incurred

Directly incurred expenses are those costs the Ministry has primary responsibility and accountability for, as reflected in the government's budget documents.

Directly incurred expenses include:

- pension costs which comprise the costs of employer contributions for current service of employees during the year.
- Valuation adjustments which include changes in the valuation allowances used to reflect financial assets at their net recoverable or other appropriate value. Valuation adjustments also represent the change in management's estimate of future payments arising from obligations relating to vacation pay, guarantees and indemnities.

Incurred by Others

Services contributed by other entities in support of the ministry operations are disclosed in Schedule 7.

**Assets**

Financial assets of the Ministry are limited to financial claims, such as advances to and receivables from other organizations, employees and other individuals as well as inventories held for resale. Inventories consists of statutes, pamphlets and other publications held for resale and development costs amounting to $453,000 relating to the Revised Statutes of Alberta 2000. Inventories are valued at the lower of cost or net realizable value.

Assets acquired by right are not included. Capital assets of the Ministry are recorded at historical cost and amortized on a straight-line basis over the estimated useful lives of the assets. The threshold for capitalizing new systems development is $100,000 and the threshold for all other capital assets is $15,000. The Ministry has no capital assets that meet these thresholds.

**Liabilities**

Liabilities represent all financial claims payable by the Ministry at fiscal year end.

**Net Liabilities**

Net liabilities represents the difference between the value of assets held by the Ministry and its liabilities.

**Valuation of Financial Assets and Liabilities**

Fair value is the amount of consideration agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

The fair values of accounts receivable, advances, accounts payable and accrued liabilities are estimated to approximate their book values.

## NOTE 3 PENSIONS

The Ministry participates in the Multiemployer pension plans, Management Employees Pension Plan and Public Service Pension Plan. The Ministry also participates in the multiemployer Supplementary Retirement Plan for Public Service Managers. The expense for these pension plans is equivalent to the annual contribution of $749,000 for the year ended March 31, 2001 (2000 - $694,000).

At December 31, 2000, the Management Employees Pension Plan reported a surplus of $104,658,000 (1999-$46,019,000) and the Public Service Pension Plan reported a surplus of $635,084,000 (1999-$517,020,000). At December 31, 2000, the Supplementary Retirement Plan for Public Service Managers had a surplus of $180,000 (1999-$33,000).

## NOTE 4 COMPARATIVE FIGURES

Certain 2000 figures have been reclassified to conform to the 2001 presentation.

## NOTE 5 GOVERNMENT RESTRUCTURING

On March 15, 2001 the government announced new ministry structures. As a result, effective March 19, 2001 the Ministry was reorganized. Responsibility for the Alberta Corporate Service Centre was transferred to the Ministry of Government Services.

Since the 2000-01 fiscal year was substantially completed prior to this announcement, these financial statements have been prepared as if the restructuring took place on April 1, 2001, to provide proper accountability for the 2000-01 fiscal year against the original business plan.

## NOTE 6 APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved by the Senior Financial Officer and the Deputy Minister.

## Ministry of Executive Council
## Schedule to Financial Statements

**Schedule 1**

**Dedicated Revenue Initiatives**

For the year ended March 31, 2001

(in thousands)

| | | 2001 | | |
|---|---|---|---|---|
| | | *Authorized Dedicated Revenues | Actual Dedicated Revenues | (Shortfall)/ Excess |
| Public Affairs | | | | |
| 2.0.4 | Queen's Printer Bookstores - Revenue | $ 1,525 | $ 1,821 | $ 296 |
| Alberta Corporate Service Centre | | | | |
| 3.0.1 | Alberta Corporate Service Centre - Revenue | 2,226 | 2,010 | (216) |
| | | $ 3,751 | $ 3,831 | $ 80 (1) |

Dedicated revenue initiatives provide a basis for authorizing spending. Dedicated revenues must be shown as credits or recoveries in the details of the Government Estimates for a supply vote. If actual dedicated revenues are less than budget and total voted expenses are not reduced by an amount sufficient to cover the deficiency in dedicated revenues, the following year's expenses are encumbered. If actual dedicated revenues exceed budget, the Ministry may, with the approval of the Treasury Board, use the excess revenue to fund additional expenses on the program.

(1) Shortfall is deducted from current year's authorized budget, as disclosed in Schedules 3 and 4 to the financial statements.

2.0.4 The Queen's Printer Bookstore generates revenue through the sale of legislation documents and other government publications.

3.0.1 Alberta Corporate Service Centre
Ministries are charged for the Management and Administrative costs of the shared services delivery model.

The revenue and expenses of these initiatives are included in the Ministry's revenues and expenses.

* Note: The authorized budget for dedicated revenues includes Treasury Board Minute No. 10/2001

## Ministry of Executive Council
## Schedule to Financial Statements

**Schedule 2**

**Expenses - Directly Incurred Detailed by Object**

For the year ended March 31, 2001

(in thousands)

| | 2001 Budget | 2001 Actual | 2000 Actual |
|---|---|---|---|
| Voted: | | | |
| Salaries, Wages and Employee Benefits | $ 11,965 | $ 11,330 | $ 10,730 |
| Supplies and Services | 3,221 | 3,852 | 2,570 |
| Supplies and Services from Support Service Arrangements with Related Parties (a) | - | 71 | 49 |
| Financial Transactions and Other | 112 | 128 | 130 |
| Total Voted Expenses before Recoveries | 15,298 | 15,381 | 13,479 |
| Less: Recovery from Support Service Arrangements with Related Parties | - | - | (210) |
| Total Voted Expenses | $ 15,298 | $ 15,381 | $ 13,269 |

(a) The Ministry receives financial and administrative services from the Department of Treasury

## Ministry of Executive Council
## Schedule to Financial Statements

**Schedule 3**

**Budget**

For the year ended March 31, 2001

| | (in thousands) | | |
|---|---|---|---|
| | 2000-2001 Estimates | Authorized Supplementary (a) | 2000-2001 Authorized Budget |
| Revenues: | | | |
| Other Revenue | $ 3,351 | $ 400 | $ 3,751 |
| | 3,351 | 400 | 3,751 |
| Expenses directly incurred: | | | |
| Voted Expenses | | | |
| Office of the Premier/General Administration | 4,635 | - | 4,635 |
| Public Affairs | 8,837 | - | 8,837 |
| Alberta Corporate Service Centre | 1,826 | 400 | 2,226 |
| | 15,298 | 400 | 15,698 |
| Valuation Adjustments | | | |
| Provision for Vacation Pay | - | - | - |
| Total Expenses | 15,298 | 400 | 15,698 |
| Net Operating Results | $ (11,947) | $ - | $ (11,947) |

(a) Supplementary Estimates were approved on March 27, 2001. Treasury Board approval is pursuant to section 29(1.1) of the Financial Administration Act (for net budgeted initiatives)

## Ministry of Executive Council
## Schedule to Financial Statements

**Schedule 4**

### Comparison of Expenses - Directly Incurred by Element to Authorized Budget

For the year ended March 31, 2001

(in thousands)

| | 2000-2001 Estimates | Authorized Supplementary (a) | 2000-2001 Authorized Budget | 2000-2001 Actual Expenses (b) | Unexpended (Over-Expended) |
|---|---|---|---|---|---|
| **Voted Expense** | | | | | |
| Office of the Premier/General Administration | | | | | |
| 1.0.1 Office of the Premier/General Administration | $ 4,445 | $ - | $ 4,445 | $ 4,358 | $ 87 |
| 1.0.2 Office of the Lieutenant Governor | 190 | - | 190 | 199 | (9) |
| | 4,635 | - | 4,635 | 4,557 | 78 |
| Public Affairs | | | | | |
| 2.0.1 Administrative Services | 898 | - | 898 | 908 | (10) |
| 2.0.2 Communication Services | 4,760 | - | 4,760 | 4,867 | (107) |
| 2.0.3 Communications Technologies | 521 | - | 521 | 495 | 26 |
| 2.0.4 Queen's Printer Bookstores | 1,309 | - | 1,309 | 1,315 | (6) |
| 2.0.5 Publishing Services | 578 | - | 578 | 529 | 49 |
| 2.0.6 RITE System | 771 | - | 771 | 694 | 77 |
| | 8,837 | - | 8,837 | 8,808 | 29 |
| Alberta Corporate Service Centre | | | | | |
| 3.0.1 Alberta Corporate Service Centre | 1,826 | 400 | 2,226 | 2,016 | 210 |
| | 1,826 | 400 | 2,226 | 2,016 | 210 |
| Total Voted Expenses | $ 15,298 | $ 400 | $ 15,698 | $ 15,381 | $ 317 |
| **Statutory Expenses** | | | | | |
| Valuation Adjustments | - | - | - | 337 | (337) |
| | $ - | $ - | $ - | $ 337 | $ (337) |
| **Non-Budgetary Disbursements** | | | | | |
| Public Affairs | | | | | |
| 2.0.7 Queen's Printer Bookstore Inventory | 250 | - | 250 | 250 | - |
| | $ 250 | $ - | $ 250 | $ 250 | $ - |

(a) Supplementary Estimates were approved on March 27, 2001. Treasury Board approval is pursuant to section 29 (1.1) of the Financial Administration Act (for net budgeted initiatives)

(b) Includes achievement bonus of $426,110

## Ministry of Executive Council
## Schedule to Financial Statements

**Schedule 5**

**Salary and Benefits Disclosure**

For theYear Ended March 31, 2001

| | 2001 | | | 2000 |
|---|---|---|---|---|
| | Salary (1) | Benefits & Allowances (2) | Total | Total |
| | $ | $ | $ | $ |
| **Senior Officials** | | | | |
| Deputy Minister (3) | 188,198 | 62,914 | 251,112 | 205,920 |
| Chief of Staff (3) | 144,000 | 46,111 | 190,111 | 164,643 |
| Director, South Alberta Office (3) | 97,309 | 21,083 | 118,392 | 124,060 |
| Deputy Secretary to Cabinet (3) | 126,360 | 32,581 | 158,941 | 147,765 |
| Director of Communications (4) | 97,217 | 15,517 | 112,734 | 117,906 |
| Director of Operations | 83,545 | 15,363 | 98,908 | 56,290 |
| Managing Director, Public Affairs Bureau (3) (4) | 131,670 | 53,942 | 185,612 | 168,923 |
| Alberta Corporate Service Centre | | | | |
| Chief Executive Officer | 116,904 | 34,391 | 151,295 | - |
| **Executives** | | | | |
| Office of the Premier /General Administration | | | | |
| Chief of Protocol | 92,029 | 18,743 | 110,772 | 105,853 |
| Executive Director, Policy Coordination (4) | 79,805 | 15,042 | 94,847 | 51,623 |
| Public Affairs Bureau | | | | |
| Executive Director, Communications Resources | 100,688 | 18,670 | 119,358 | 112,736 |
| Executive Director, Corporate Communications (5) | 82,781 | 19,990 | 102,771 | - |
| Director, Human Resources and Administration | 89,300 | 19,919 | 109,219 | 100,236 |

**Prepared in accordance with Treasury Board Directive 12/98.**

**Notes**

1 Salary includes regular base pay , bonuses , overtime and lump sum payments.

2 Benefits and allowances include the government's share of all employee benefits and contributions or payments made on behalf of employees including pension , health care, dental coverage, group life insurance, short and long term disability plans, WCB premiums , professional memberships and tuition fees. Benefits and allowances includes the following vacation payouts:
Deputy Minister $9,013 (2000 -$Nil) Chief of Staff $ 11,655 (2000 $8,631 ); Director, South Alberta Office $Nil (2000 $12,355 ); Deputy Secretary to Cabinet $Nil ( 2000 $4,719 ) ; Director of Communications $Nil (2000 $9,644 ); Director of Operations $Nil ( 2000 $9,267) ; Managing Director , Public Affairs Bureau $4,517 ( 2000 $8,895 ); Alberta Corporate Service Centre - Chief Executive Officer $5,015 ; Chief of Protocol $3,326 (2000 $3,137 ); Executive Director, Corporate Communications $3,730 (2000 - $Nil ); Director Human Resources and Administration $4,724 (2000 $2,874 )

3 Automobile provided , no dollar amount included in benefits and allowances figures. Includes payments in lieu of provision of an automobile where the employee was eligible for an automobile but chose not to take it.

4 The position was occupied by two individuals during the year. The previous incumbent was transferred on June 6, 2000.

5 The incumbent occupied this position from June 19, 2000.

## Ministry of Executive Council
## Schedule to Financial Statements

**Schedule 6**

**Related Party Transactions**

For the year ended March 31, 2001

Related parties are those entities consolidated or accounted for on a modified equity basis in the Province of Alberta's financial statements. Related parties also include management in the Ministry.

The Ministry and its employees paid or collected certain taxes and fees set by regulation for permits, licenses and other charges. These amounts were incurred in the normal course of business, reflect charges applicable to all users, and have been excluded from this Schedule.

The Ministry had the following transactions with related parties recorded on the Statement of Operations at the amount of consideration agreed upon between the related parties:

| | Other Entities (in thousands) | |
|---|---|---|
| | 2001 | 2000 |
| Revenues: | | |
| Other | $ 2,168 | $ 183 |
| | $ 2,168 | $ 183 |
| Expenses directly incurred: | | |
| Other Services | $ 238 | $ 213 |
| | $ 238 | $ 213 |
| Receivable from | $ 11 | $ 1 |

The above transactions do not include support service arrangement transactions disclosed in schedule 2.

The Ministry also had the following transactions with related parties for which no consideration was exchanged. The amounts for these related party transactions are estimated based on the costs incurred by the service provider to provide the service. These amounts are not recorded in the financial statements and are disclosed in Schedule 7.

| | Other Entities | |
|---|---|---|
| | 2001 | 2000 |
| Revenues: | | |
| Other | $ - | $ - |
| | $ - | $ - |
| Expenses - Incurred by Others | | |
| Accommodation | $ 796 | $ 672 |
| Legal | 24 | 47 |
| Air Transportation | 1,151 | 1,351 |
| | $ 1,971 | $ 2,070 |

## Ministry of Executive Council
## Schedule to Financial Statements

**Schedule 7**

**Allocated Costs**

For the year ended March 31, 2001

| | 2001 (in thousands) | | | | | | 2000 (in thousands) |
|---|---|---|---|---|---|---|---|
| | | Expenses - Incurred by Others | | | Valuation Adjustments | | |
| Program | Expenses (1) | Accommodation Costs | Legal Services | Air Transportation | Vacation Pay | Total Expenses | Total Expenses |
| Office of the Premier/General Administration | $ 4,557 | $ 115 | $ 15 | $ 1,151 | $ 1 | $ 5,839 | $ 5,969 |
| Public Affairs | 8,808 | 587 | 9 | - | 216 | 9,620 | 9,345 |
| Alberta Corporate Service Centre (2) | 2,016 | 94 | - | - | 120 | 2,230 | - |
| | $ 15,381 | $ 796 | $ 24 | $ 1,151 | $ 337 | $ 17,689 | $ 15,314 |

(1) Expenses - Directly Incurred as per Statement of Operations, excluding valuation adjustments

(2) During 2001 the Alberta Corporate Service Centre incurred start up costs amounting to $2,492,000 (2000 - $283,651) for the design of a shared services delivery model. Included in this amount are costs incurred by other Ministries for accomodation and seconded staff. Full operations commenced and were transferred to the Ministry of Government Services effective April 1, 2001. Services to be provided to all Ministries include finance, human resources, administration, and information technology.

# *Alphabetical List of Entities*

| Ministry, Department, Fund or Agency | Ministry Annual Report |
|---|---|
| Agriculture Financial Services Corporation | AFRD |
| Alberta Alcohol and Drug Abuse Commission | Health and Wellness |
| Alberta Dairy Control Board | AFRD |
| Alberta Energy and Utilities Board | Resource Development |
| Alberta Foundation for the Arts | Community Development |
| Alberta Gaming and Liquor Commission | Gaming |
| Alberta Government Telephones Commission, The | Treasury |
| Alberta Heritage Foundation for Medical Research Endowment Fund | Treasury |
| Alberta Heritage Savings Trust Fund | Treasury |
| Alberta Heritage Scholarship Fund | Treasury |
| Alberta Heritage Science and Engineering Research Endowment Fund | Treasury |
| Alberta Historical Resources Foundation, The | Community Development |
| iCORE Inc. (Informatics Circle of Research Excellence Inc.) | Innovation and Science |
| Alberta Insurance Council | Treasury |
| Alberta Municipal Financing Corporation | Treasury |
| Alberta Opportunity Company | AFRD |
| Alberta Pensions Administration Corporation | Treasury |
| Alberta Petroleum Marketing Commission | Resource Development |
| Alberta Research Council Inc. | Innovation and Science |
| Alberta Risk Management Fund | Treasury |
| Alberta School Foundation Fund | Learning |
| Alberta Science and Research Authority | Innovation and Science |
| Alberta Securities Commission | Treasury |
| Alberta Social Housing Corporation | Community Development |
| Alberta Sport, Recreation, Parks and Wildlife Foundation | Community Development |
| Alberta Treasury Branches | Treasury |
| ATB Investment Services Inc. | Treasury |
| Child and Family Services Authorities: | Children's Services |
| Awasak Child and Family Services Authority | |
| Calgary Rocky View Child and Family Services Authority | |
| Child and Family Services Authority Region 13 | |
| Child and Family Services Authority Region 14 | |
| Diamond Willow Child and Family Services Authority | |
| Hearthstone Child and Family Services Authority | |
| Keystone Child and Family Services Authority | |

# *Alphabetical List of Entities - continued*

| | |
|---|---|
| Ma' Mowe Capital Region Child and Family Services Authority | |
| Metis Settlements Child and Family Services Authority | |
| Neegan Awas'sak Child and Family Services Authority | |
| Ribstone Child and Family Services Authority | |
| Sakaigun Asky Child and Family Services Authority | |
| Sakaw-Askiy Child and Family Services Authority | |
| Silver Birch Child and Family Services Authority | |
| Southeast Alberta Child and Family Services Authority | |
| Sun Country Child and Family Services Authority | |
| West Yellowhead Child and Family Services Authority | |
| Windsong Child and Family Services Authority | |
| Credit Union Deposit Guarantee Corporation | Treasury |
| Crop Reinsurance Fund of Alberta | AFRD |
| Department of Agriculture, Food and Rural Development | AFRD |
| Department of Children's Services | Children's Services |
| Department of Community Development | Community Development |
| Department of Environment | Environment |
| Department of Gaming | Gaming |
| Department of Health and Wellness | Health and Wellness |
| Department of Innovation and Science | Innovation and Science |
| Department of Justice | Justice |
| Department of Learning | Learning |
| Department of Resource Development | Resource Development |
| Department of Treasury | Treasury |
| Environmental Protection and Enhancement Fund | Environment |
| Gainers Inc. | Treasury |
| Government House Foundation, The | Community Development |
| Historic Resources Fund | Community Development |
| Human Rights, Citizenship and Multiculturalism Education Fund | Community Development |
| Lottery Fund Gaming | |
| Ministry of Agriculture, Food and Rural Development | AFRD |
| Ministry of Children's Services | Children's Services |
| Ministry of Community Development | Community Development |
| Ministry of Economic Development | Economic Development |
| Ministry of Environment | Environment |
| Ministry of Executive Council | Executive Council |
| Ministry of Gaming | Gaming |
| Ministry of Government Services | Government Services |
| Ministry of Health and Wellness | Health and Wellness |
| Ministry of Human Resources and Employment | HR&E |
| Ministry of Infrastructure | Infrastructure |
| Ministry of Innovation and Science | Innovation and Science |

## *Alphabetical List of Entities - continued*

| | |
|---|---|
| Ministry of International and Intergovernmental Relations | IIR |
| Ministry of Justice | Justice |
| Ministry of Learning | Learning |
| Ministry of Municipal Affairs | Municipal Affairs |
| Ministry of Resource Development | Resource Development |
| Ministry of Treasury | Treasury |
| N.A. Properties (1994) Ltd. | Treasury |
| Natural Resources Conservation Board | Environment |
| Persons with Developmental Disabilities Community Boards: | |
| Calgary Community Board | Health and Wellness |
| Central Community Board | Health and Wellness |
| Edmonton Community Board | Health and Wellness |
| Northeast Community Board | Health and Wellness |
| Northwest Community Board | Health and Wellness |
| South Community Board | Health and Wellness |
| Persons with Developmental Disabilities Foundation | Health and Wellness |
| Persons with Developmental Disabilities Michener Centre Facility Board | Health and Wellness |
| Persons with Developmental Disabilities Provincial Board | Health and Wellness |
| S C Financial Ltd. | Treasury |
| Supplementary Retirement Plan Reserve Fund | Treasury |
| Victims of Crime Fund | Justice |
| Wild Rose Foundation, The | Community Development |

## *Entities not included in the consolidated government reporting entity*

| **Fund or Agency** | **Ministry Annual Report** |
|---|---|
| Alberta Cancer Board | Health and Wellness |
| Alberta Foundation for Health Research | Innovation and Science |
| Alberta Heritage Foundation for Medical Research | Innovation and Science |
| Alberta Heritage Foundation for Science and Engineering Research | Treasury |
| Alberta Mental Health Board | Health and Wellness |
| Alberta Teachers' Retirement Fund Board | Learning |
| Improvement Districts' Trust Account | Municipal Affairs |

## *Entities not included in the consolidated government reporting entity - continued*

| | |
|---|---|
| Local Authorities Pension Plan | Treasury |
| Long-Term Disability Income Continuance Plan - Bargaining Unit | Human Resources and Employment |
| Long-Term Disability Income Continuance Plan - Management, Opted Out and Excluded | Human Resources and Employment |
| Management Employees Pension Plan | Treasury |
| Provincial Judges and Masters in Chambers Pension Plan | Treasury |
| Public Post Secondary Institutions | Learning |
| Public Service Management (Closed Membership) Pension Plan | Treasury |
| Public Service Pension Plan | Treasury |
| Regional Health Authorities | Health and Wellness |
| School Boards | Learning |
| Special Areas Trust Account, The | Municipal Affairs |
| Special Forces Pension Plan | Treasury |
| Supplementary Retirement Plan for Public Service Managers | Treasury |
| Universities Academic Pension Plan | Treasury |
| Workers' Compensation Board | Human Resources and Employment |